

NIH POLICY MANUAL
1381 - PHYSICAL SECURITY
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A. Purpose:

This chapter describes the policy for the acquisition or revision of physical security programs at the NIH, including the NIH Animal Center in Poolesville, Maryland and leased off-campus facilities in the Washington Metropolitan area.

B. References:

1. 5 U.S.C. 302; 40 U.S.C. 486(c); and Laws of Maryland, Chapter 158.
2. FPMR 101-20
3. HHS Chapter 7-00, General Administration Manual, HHS Transmittal 89.01 (09/29/89).
4. NIH Manual 1130, Delegations of Authority, [General Administration No. 8](#).

C. Responsibility:

The Division of Security Operations (DSO), ORS, is assigned primary responsibility for the administration and control of all NIH physical security programs. The Director, Division of Security Operations, ORS is the appointed HHS Physical Security Coordinator for the NIH under authority of HHS Chapter 7-00-40 (C), General Administration Manual, and as such has final approval for physical security supplies and equipment purchased or installed in NIH facilities. This policy is established to preclude duplication, overlap or noncompatibility with existing security equipment or procedures and to prevent compromise of present security procedures and guidelines.

D. Definition of Physical Security:

Physical security is defined as those measures necessary to protect a facility against the effects of unauthorized access, theft, fire, malicious destructions, loss, or other intentional crime or damage. Protective measures include:

1. Prevention of unauthorized access by means of police officers, barriers, fences, lighting, alarm systems and closed circuit television installations and an electronic card access control system.

2. Control of authorized entry by personal identification.
3. Prevention of crime and pilferage by encouraging employees to lock desks, offices, filing cabinets, etc.
4. Prevention and investigation of vehicular accidents by encouraging employees to obey speed limit, pedestrian crosswalks and stop signs.
5. Implementation of traffic control and parking regulations.
6. Control of locks, keys, and safes by following guidance in this chapter.
7. A review of security procedures after any unlawful incident or occurrence to preclude a repetition of similar incidents..

E. Procedures:

1. Reporting Security Problems and Requirements and/or Requesting Specialized Security Equipment.

In any instance where a physical security problem or requirement exists, the originator will submit a memorandum to the Director, Division of Security Operations with the following information:

- a. A brief narrative of the physical security requirement or problem that exists.
 - b. How long the problem or requirement has existed and any suggestions or tentative solutions or alternatives.
2. Obtaining Security Equipment

Verification of the need for any security equipment to be purchased and installed on the NIH campus will be by a Crime Prevention Specialist assigned to the Crime Prevention Branch, DSO. Once a need for such equipment has been verified, the Director, Division of Security Operations will provide written approval to the ICD requesting the equipment.

F. Additional Information:

Policy and procedures for (1) requesting keys (door keys, desk keys, file cabinet keys, etc.); (2) requesting Cardkeys; (3) changing locks and cylinders; (4) changing safe combinations; (5) locking sensitive areas; and (6) securing equipment are contained in Manual Issuance 1415-Key, Lock and Cardkey Services.

For further information on this manual chapter, contact the DSO on 496-6893.

G. Additional Copies of this Chapter:

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